

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: December 14, 2006

LEAVE ACCOUNTING LETTER #06-015
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE**

Per the Department of Personnel Administration's Personnel Management Liaison Memo #2006-052, Holiday Informal Time Off (HI) hours will be posted for all full-time and part-time employees, with the exception of employees at the Judicial Council of California and the Department of Education, Special School's academic teachers. The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run on December 27, 2006.

Intermittent employees will not be included in the automated process since the amount of HI hours earned is based on the total number of hours the intermittent employee works during December 2006. Once the agency determines the amount of HI hours due each intermittent employee, post an HI 05 transaction using the B50 - Leave Benefit Transaction Entry screen.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison unit at (916) 327-0756.

DS:DK:CLAS